

MINOR PLAT FILING APPLICATION

Date of PC Meeting: _____

Fee Paid: _____

Date of BCC Meeting: _____

1. APPLICANT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

LANDOWNER: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

AUTHORIZED AGENT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

RELATIONSHIP OF APPLICANT TO PROPERTY IS: _____
(Owner, Tenant, Lessee, Other)

2. SURVEYOR / ENGINEER: _____
ADDRESS: _____
DAYTIME PHONE: _____ REGISTRATION NUMBER: _____

PROPERTY DETAILS:

3. NAME OF SUBDIVISION: _____

PROPOSED USE: Single-Family Residential Mixed-Use Commercial Industrial

PURPOSE: _____

EXISTING LEGAL DESCRIPTION: _____

PROPOSED LEGAL DESCRIPTION: _____

LANDMARK LOCATION: _____

EXISTING LAND USE: _____ ACREAGE: _____

SUBDIVISION REFERENCE: _____ CURRENT ZONING: _____

SURROUNDING ZONING: NORTH _____ SOUTH _____ EAST _____ WEST _____

PHYSICAL CHARACTERISTICS: _____

WATER: _____ SEWER: _____

4. THE APPLICANT, OR HIS / HER AUTHORIZED AGENT, ACKNOWLEDGES:

A. That he / she has read and understands the requirements set forth in Ordinance No. 29, Pennington County Subdivision Regulation and this application form concerning the filing and hearing of this matter.

B. That he / she has been advised of the fee requirements and they have been paid on _____.

C. That he / she authorizes the Pennington County Planning Department staff and designees to enter onto and inspect the above described property.

APPLICANT SIGNATURE

DATE

OWNER SIGNATURE

DATE

Subscribed and sworn to before me at Rapid City, South Dakota, this _____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

**PENNINGTON COUNTY
PLANNING DEPARTMENT**
315 St. Joseph Street, Rapid City, SD 57701
(605) 394-2186

**MINOR PLAT
PROCEDURE**

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The Filing Fee for a Minor Plat is \$350.00 PLUS \$25.00 per lot

When the proposed subdivision is greater than 40 acres and is required pursuant to Section 43-21 and 11-3-8 of the SDCL, or contains five (5) or fewer new lots and the unplatted balance of the original subdivided tract and new lots are provided with existing access in accordance with Section 500.5-1-a; no land within the proposed subdivision is to be dedicated to public use for parks and playgrounds, and no problem areas have been determined by the County Planning Department, the applicant may submit a Minor Subdivision Plat. The Minor Plat procedure cannot be used more than once on the platted or unplatted balance portions of the original subdivided tract.

MINOR PLAT REVIEW FEE:

A fee of \$350.00, plus \$25.00 per lot shall be charged to the developer at the time of filing a Final Plat to cover the cost of review. The fee is due and payable at the County Planning Department at the time of filing the Final Plat. In addition, a fee of \$20.00 for a one page plat and \$25.00 for a two-page plat is collected at the time of plat submittal for recordation of the plat at the Register of Deeds Office.

SUBMITTAL REQUIREMENTS:

1. Include a brief descriptive narrative of the project outlining the proposed land use(s), parking, drainage, wastewater, etc. Also include what improvements and uses currently exist on the property and how the proposal is compatible with the surrounding land uses/area.
2. Six fifteen (15) by twenty-six (26) inch copies of the Minor Plat (**folded**).

3. Supplemental material as specified in Section 400.3 of the Subdivision Regulations.
4. One reduced 8½" x 11" copy of the plat.
5. Copy of all Easements/Agreements.

PROCEDURE:

1. The County Environmental Planner, County Highway Department, County Fire Coordinator, Pennington County Sheriff's Office, Emergency Services Communication Center and any other agency deemed appropriate by the Planning Department shall be given a fourteen (14) day review period for the purpose of checking the Minor Plat for conformance to all regulations.
2. The Planning Commission will review the Minor Plat to see if it is consistent with the standards set forth in the Zoning Ordinance and Subdivision Regulations Variance and that no public improvements are required. The Planning Commission shall make a Motion with a recommendation to the County Board of Commissioners to either approve or deny the plat as submitted with reasons thereof.

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3. Upon receipt of the Planning Commission's recommendations, the Board of County Commissioners shall hold a hearing on the proposed Minor Plat and shall approve, deny, or request modification to the Minor Plat within ninety (90) days from filing of the Minor Plat by the applicant. The Board shall impose those requirements or grant those subdivision variances deemed necessary and appropriate for final approval.
 4. Upon County Board approval of the Minor Plat, a mylar with all the required signatures as outlined in Section 400.3 must be submitted to the Planning Office along with the appropriate filing fee.
- f. The length of all arcs, radii, internal angles, points of curvature, length and bearings of tangents.
 - g. All easements for right-of-ways for public services, utilities or access, and any limitations thereon.
 - h. All block numbers or letters, lot numbers and lot lines with accurate dimensions in feet and hundredths, and bearings and angles to street and alley lines.
 - i. The accurate location, material and size of all monuments as specified in these regulations.

**MATERIALS REQUIRED OF
APPLICANT:**

The Minor Plat shall be prepared by a South Dakota Registered Land Surveyor. The following shall be shown on the Minor Plat:

- a. Name of the subdivision.
 - b. Name and address of the applicant and/or his authorized representative.
 - c. North point, scale and date.
 - d. True bearings and distances to the nearest established street lines or official monuments which shall be accurately described on the plat; municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and bearings.
 - e. Accurate locations and width of streets, alleys, and ways, with their names.
- j. The accurate location of all property offered for dedication to public use.
 - k. All affidavits, notes and like information required by South Dakota Codified Law.
 - l. One hundred (100) year floodplain limits in accordance with current FEMA maps.
 - m. Certifications; (samples attached)
 - n. Covenants or deed restrictions furnished to the Planning Office shall be filed with the Minor or Final Plat for recording.

CERTIFICATIONS

1. **Certificate of Ownership** - Certification on plat of title showing that the applicant is the owner, that the making of the plat receives his consent and is in accordance with his desires, and a statement by such owner dedicating streets, right-of-ways, and other sites for public use.

We _____ and _____ do hereby certify that we are the owners of the tract of land shown and described hereon, that the plat was done at our request for the purposes indicated hereon, and that we do hereby approve the within plat of said land, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.

- a. Any land shown on the within plat as public right-of-way is hereby dedicated to public use and public utility use as such forever.

In witness whereof, I, have set my hand and seals.

Owner: _____

Owner: _____

On the _____ day of _____, 20____, before me a Notary Public, personally appeared and, known to me to be the person described in the foregoing instrument and acknowledged to me that they signed the same.

Notary Public: _____

My Commission Expires: _____

2. **Certificate of Surveyor** - Certification on plat by Registered Land Surveyor as to the accuracy of the survey and plat.

Certificate of Surveyor
State of South Dakota
County of Pennington

I, Registered Land Surveyor No. ____, in the State of South Dakota, do hereby certify that at the request of the owners listed hereon, I have surveyed the tract of land shown, and to the best of my knowledge and belief, the within plat is a representation of said survey.

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In witness whereof, I have hereunto set my hand and seal this _____ day
_____ of, 20_____.

South Dakota Registered Land Surveyor_____.

3. Certification on Plat by County Auditor (Minor Plat).

Resolution By Governing Board
State of South Dakota
County of Pennington

I, the Auditor of Pennington County, do hereby certify that at an official meeting held on the
_____ day of _____, 20_____, the County Commissioners by resolution
did approve the plat as shown and described.

Pennington County Auditor / Deputy

4. Certificate of Director of Equalization

Certificate of Director of Equalization

I, the Director of Equalization of Pennington County, do hereby certify that I have on record in
my office a copy of the within described plat.

Dated this _____ day of _____, 20_____.

Director of Equalization of Pennington County

Approved _____ Date _____

5. Certificate of County Treasurer

Certificate of County Treasurer

I, the Treasurer of Pennington County, do hereby certify that all taxes which are liens upon the
within described lands are fully paid according to the records of my office.

Dated this _____ day of _____, 20_____.

Treasurer of Pennington County

6. Certificate of Register of Deeds

Certification of Register of Deeds
State of South Dakota
County of Pennington

Filed this _____ day of _____, 20_____.

at _____ o'clock _____ M Book _____ Page _____

Register of Deeds

By: _____ Fee: \$ _____

7. Certificate of Street Authority

Certificate of Street Authority

The location of the proposed property lines abutting the County or State Highway, or the County Road, as shown hereon, is hereby approved. Any change in the location of the proposed access shall require additional approval.

Highway Authority of Pennington County

8. Floodplain Statement

Floodplain Statement

The 100-year floodplain boundary delineated on this plat is based on the elevations identified in the Flood Insurance Study and Maps dated _____. These elevations may be altered through the submission of a Letter of Map Revision or Letter of Map Amendment approved by the Federal Emergency Management Agency.

9. Water Protection Statement

Water Protection Statement

Pursuant to SDCL 11-3-8.1 and 11-3-2, the developer of the property described within this plat shall be responsible for protecting any waters of the state, including groundwater, located adjacent to or within such platted area from pollution from sewage from such subdivision and shall in prosecution of such protections conform to and follow all regulations of the South Dakota Department of Environment and Natural Resources relating to the same.